Logistics

Meeting Name:	**QA Workgroup Meeting**		**WebEx and Dial-In Number:**	http://www.webex.com Meeting Number: 746 006 041 Host access code: 240 281 0 Call-in toll-free number: 1-866-564-7752 Attendee access code: 934 071 7
Date and Time:	**Thursday, April 17, 2014, 1:30-3:30 PM**		**Location:**	**Room 121 (DWR 3500 Industrial Blvd., West Sacramento, CA)**
Facilitator:	**Murage Ngatia**		**Scribe:**	Otome Lindsey, recording
Attendees:	□ Murage Ngatia □ Perry Lebeouf (phone) □ Bill Templin □ Otome Lindsey	□ David Bosworth □ Bill Burkhard □ Cindy Garcia □ Scott Waller □ Mike Dempsey	□ Kris Jones □ Patrick Scott □ Sarah Lesmeister □ Mark Bettencourt □ Scott Wells	
Absent:	□	□		

Meeting Topics, Notes & Decisions Made

	Topics	Discussion	Decision
1	Introductions	All -	
2	Presentation	Chris Davis (AECOM) AECOM's QAPP Capabilities: Chris Davis of AECOM was introduced by Bill Burkhard (Suisun Marsh who has a contract with AECOM to assist them with QAPP development. For space reasons, the summary of Chris presentation is provided at the end of the meeting schedule below	It was decided that Murage to follow up with Chris find out if Chris is interested and has the time to provide a QAPP class to DES or DWR
3	Presentation	Kris Jones: Update regarding recent QAQC efforts within the EWQES Branch EWQES started a QAQC group within their branch where they discussed a game plan on how to bring everyone up to speed in terms of QAQC documentation. Using the SWAMP checklist as their starting point. EWQES is creating a baseline of project currently underway, where there is long term data i.e. determining datasets that are out there and determining if they have documentation already in place. Usability of old data can be included in new QAPP. It's part of the SWAMP template.	Kris to keep the Workgroup informed on the EWQES progress in this project.
4	Revitalizing DWR's QA/QC Program	Introduction to Cindy's Plan and then discussion by all on ideas to firm up Plan ideas and actions	

		• Cindy asked for volunteers to assist in revising WREM60. Workgroup members said they would have to check with their managers but they were swamped with field work. • Murage asked for any ideas on how to create a one page enewsletter for the QA Program. Nobody had any templates but suggestions were to contact Publications	Since other are not available, Cindy said she, Otome and Murage will start working on WREM60a Murage to contact Publications for ideas

Full text of Chris Davis' presentation

(Chris Davis): Has been with AECOM for 17 years, before that was with the Environmental Services Assistance Team which is basically a private dedicated contract that does all the QAQC for the superfund in region 9.

- EPA requires for any given project where data is collected, generally chemical analytical data, to have a work plan. The work plan would be comprised of a field sampling plan, quality assurance project plan and a health and safety plan. The EPA QA/ R5 state requirements for a QAPP and EPA QA G5 provide general formatting guidance. There are 24 elements in a QAPP.
- SWAMP has its own set of QA guideline documents. QAMP (quality assurance management plan) basically got morphed into the QAPrP which all gets distilled down into a QAPP. The QAPP needs to meet the requirements set forth in the QAMP and the QArP. To make all DWR programs SWAMP compatible, just need to do a QAPP. Don't need to do a QAMP or QAMrP. Programs QAPPs are reviewed by SWAMP personnel to establish SWAMP compatibility.
- QAPP: Needs to state Data Quality Objectives. DQO's require the following information: what measurements are going to be taken, what samples are going to be taken and what the criteria will be for the results to make the decisions needed to make for the program. DQO don't have anything to do with QAQC, has to do with program goals and action levels. Next section is what analytical measurements are going to be taken. Need to state the reporting limits, QAQC control limits, and specify all the QAQC samples needed to be taken for an analytical method.
- Water Quality people have to send their samples to a California Certified lab. The lab follows the methods and can provide results for everything from the initial calibrations, calibration verifications, to all the different standards required by any given method. All QC limits need to be put into the QAPP. Data verification and validation requirements will address what will happen if you exceed those control limits. This all distills down to data usability which gives you a defensible purpose. For Chemical Analytical data your QAPP would include: a list of all the methods you are going to use, a short blurb for each method describing the analyzes and extractions (which are more or less canned, you can get that information from the lab), and tables for each method that list each an analyte, MDL, RL (practice quantitation limit), spiking control limits for matrix spike matrix spike duplicate, blanks and another tables that lists all the QC parameters that are required. The trend these days is to use the laboratory specific control limits, therefore when they change the QAPP should be adjusted as well or amended.
    - EPA level 3 (full validation): forms for all QC parameters; no raw data but everything the method requires has to be summarized in a form and evaluated.

- Level 2 Data: A lot of California programs are fin with level 2 data. Entails samples results, blanks, method blank, laboratory control sample, MS, MSD, and surrogates if applicable.
    - One table that states the QC parameters, how often is it taken, what is the criteria and what is the corrective action
    - Later you have another table that says pretty much the same stuff but states what kind of validation qualifier you will apply.

Use SWAMP forms so all information can be stuffed into their package and establish accountability for data. Most of the regulators demand SOPs and lab QAPPs as attachments. Plagiarize guidance documents, lab documents, act.

Action Items

Topic		Actions	Responsibility	Timeline	Status
5	Next meeting's topics	TBD	Murage		
6	Next Meeting	May 21, 2014 from 1:30-3:30 PM. DES Library –Rm 231 (DWR- 3500 Industrial Blvd., West Sacramento, CA)			